

MINUTES OF FINANCE & SCRUTINY (F & S) COMMITTEE OF TETBURY TOWN COUNCIL (TTC)

Held at the Council Chambers, Tetbury on Monday 14th November 2016 at 7.30pm

PRESENT Cllrs T Walsh (Chair), S Hirst, C Pearce, J Easterbrook, S Ball in attendance
Chief Executive Officer Natalie Haines & Cllrs K Painter & C Morgan.

FS1. 11/16 Apologies Cllr J Williams

FS2. 11/16 To allow public consultation – Cllr Morgan raised concern over the personal attack made on our CEO and Mayor at the meeting of 24 October and wanted to know what action had been taken.

FS3. 11/16 To receive Declarations of Pecuniary Interest in items on the agenda and not already noted on the Register of Interest Forms: None

FS4. 11/16 Adoption of F & S Committee Minutes 10th & 31st October 2016: It was proposed by Cllr Ball seconded by Cllr Pearce to adopt the minutes of 10th October 2016 with one amendment to page 258 entering into closed session should read that it was proposed by Cllr Ball **Agreed**. It was proposed by Cllr Hirst seconded by Cllr Ball to adopt the minutes of 31st October 2016 with one amendment 3rd from last paragraph “had been shared with” **Agreed**.

FS5. 11/16 Action Points from those minutes and not on the agenda:

Ref	ACTION	WHO	STATUS
FS21 04/16	Local welfare situation	Cllr Hirst	Tetbury Community Needs Monthly meetings continue Cllr Hirst shared some updates regarding mini bus and improving service of Community connexions, day centre services running well
FS14 06/16	To consider utilising Coombe House office space, Natalie to get overhead costs	CEO	Contacted Bromford Cllr Walsh arranged an email from Bromford who have confirmed a lease is currently active on building Cllr Hirst challenged this and has

			provided details to Bromford regarding CVS including details of receivers. Likely cost if shared with Model Railway group is 125.00 plus council tax.
FS5 07/16	Monies payable to Cllr Lea for French Trip	CEO	Cash provided to Cllr Lea Await invoices from Cllr Lea still outstanding, chased 12/10
FS11. 09/16	Organise scaffolding and obtain at least two quotes	CEO	Works commencing week commencing 14/11
FS10. 10/16	Request quotes re windows and stonework of courthouse	CEO	Ongoing

FS6. 11/16 To consider grant applications – no new applications received

FS7. 11/16 To approve payment of TTC & TIC November (month 8) 2016 accounts & note October bank reconciliation-

Month 8 TTC October payment schedule amounting to £101,653.96. It was proposed by Cllr and seconded by Cllr to approve this payment schedule. **Agreed**

Month 8 TIC October payment schedule amounting to £2468.62 making note that the payment to National Express should have been £350.65 not £376.50 (amount after commission). It was proposed by Cllr Ball and seconded by Cllr Hirst to approve this payment schedule. **Agreed**

Bank reconciliation ending in £392,319.01 was noted.

FS8. 11/16 To note budget report to end October 7 month review – duly noted

FS9. 11/16 To note internal audit findings for September – Cllrs Ball and Walsh reported that there were no concerns. The gift book was replaced.

FS10. 11/16 To agree interim arrangements for payment of December Accounts – It was proposed by Cllr Ball and seconded by Cllr Hirst that CEO be given delegated authority for December payments.

FS11. 11/16 To note correspondence received from Lydney Town Council - Cllr Hirst gave an overview of the concerns raised by Lydney Town Council, GAPTC are awaiting Grant Thornton' s conclusions and so it was decided to await their conclusions before proceeding any further.

FS12. 11/16 To Review Budget Draft 2017-2018 – first draft budget to be taken to full council.

FS13. 11/16 To consider correspondence received – an email had been received from Malcolm Philby concerning the burial ground and not going to public consultation. It was agreed this would be read out at full council. But it was noted that information had likely come from a closed session.

FS14. 11/16 To receive brief Cllr reports – Cllr Hirst raised real concern over the limited bus services that were currently being consulted on services would be reduced from 7 to 1 per day. CEO and Cllrs asked to write to raise their concerns re this reduction. Needs analysis required for a community bus service. Cllr Ball had discussed future French visitors with Cllr Heaven at a likely cost of £2,000, Cllr Ball also confirmed that she was looking into Erasmus bid. Date had been earmarked in December with Cllr Heaven to progress funding. In addition to the youth visit a separate visit at remembrance had also been discussed which visitors would fund themselves.

FS15 11/16 To suggest items for January agenda – Precept request and figures for French trip

FS16 11/16 To note the date and time of the next F & S meeting – 16th January 2017 7pm

It was proposed by Cllr Ball and seconded by Cllr Pearce and **Agreed** that in view of the confidential nature of the business about to be transacted, it was in the opinion of this Council and advisable in the public interest, that the public and press be excluded from the meeting. In addition, as the matter related in part to an employee such matters are, in accordance with Standing Orders, discussed by the Council in confidential session.

Exempt Information - Public Bodies (Admission to Meetings) Act 1960 section 1 extended by The Local Government Act 1972 Section 100

FS17 11/16 Closed Session Adoption of minutes dated 10th & 31st October 2016 – it was proposed by Cllr Ball and seconded by Cllr Hirst to adopt minutes from 10 October **Agreed**. It was proposed by Cllr Hirst and seconded by Ball to adopt the minutes from 31 October 2016. **Agreed**

FS18 11/16 Closed Session – to consider complaint received – It was felt that comments made by Cllr Heaven and Jeremy Townsend on 24 October should be dealt with as a complaint. Cllr Walsh to draft letters to both parties. Cllr Hirst to coordinate a meeting with Cllr, CEO and himself re any unresolved concerns.

FS19 11/16 To receive an update regarding ongoing grievance and complaint. Cllr Hirst to write to Cllr

Meeting ended 9.00

Chairman Date